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A STATE INSTITUTION FOR TRAINING TEACHERS FOR
THE PUBLIC SCHOOLS OF MISSISSIPPI

CORRESPONDENCE STUDY
DEPARTMENT



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CORRESPONDENCE STUDY



This year the work of the correspondence study department has been enlarged and improved. The courses are arranged primarily for teachers in service; for under-graduates who desire academic and professional training and for graduates who wish to keep pace with the rapid changes in the conception of education and in educational methods. Courses will, however, meet the demands of all who are qualified to do professional work and, for any reason, are temporarily unable to attend college.



Correspondence Study Regulations

1. **Age and Scholarship.** (a) For secondary (high school) work the applicant must be at least eighteen years of age. (b) For college work the applicant must present fifteen units of high school work from an accredited high school or be at least twenty years of age and a teacher. Those with less than fifteen units may arrange to complete their units either by correspondence study or by entrance examinations, or by both methods.
2. **When to Begin.** A student may begin this work any time during the year. No student will be permitted to enroll for more than one subject at a time.
3. **Selection of Course.** Applicant without former record in this college should leave the selection of courses to the committee. Former students should secure a revised memorandum of credits and a current catalogue before selecting courses.
4. **How to Register.** After deciding upon the course desired, write the Correspondence Study Committee, enclosing check or money order to cover the fee. Make check payable to State Teachers College.
5. **Fees.** (a) For high school work, ten dollars (\$10.00) per unit course; \$5.00 per half unit
(b) For college work, two dollars and fifty cents (\$2.50) per credit hour, or \$10.00 for a regular quarter-hour course.
(c) All fees must be paid in advance and cannot be refunded.
6. **Credits.** (a) High school work gives standard (Carnegie) units.
(b) College work, (based on fifteen admission units) gives quarter hour credits. (One quarter hour credit is equal to 2-3 semester hour or 1-3 session hour credits.)
(c) For correspondence students not previously resident students of this college, credits cannot be entered on permanent college records until the student later becomes a regularly matriculated student.
(d) The number of college correspondence work credits made by a student shall not exceed twenty-five per cent of the total number necessary for the course (Certificate, Diploma, B. S. Degree) which applicant is pursuing.

7. **Time Limit.** Since each quarter-hour of credit is presumed to require not less than thirty hours of preparation for the average student, the number of college credits that a correspondence student may make is limited to the same number which that student can make in residence. Each regular course (4 quarter hours) must be completed within nine months from the time assignments are sent out. A unit course must be completed within nine months, also
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8. **Assignments.** As soon as fee is paid and course selected the student will receive from the committee assignment sheets covering the work of the course. There will be one assignment for each quarter-hour credit. These assignments must be written up in **regular order** and mailed to the committee one at a time. Do not allow them to accumulate. This adds to the work of the instructor and robs him or her of many opportunities to help students in their work. When the last assignment of the course (the 4th for a regular course) is mailed in, let it be accompanied by the assignment sheets. For high school work, there will be twelve assignments per unit. Each group of four assignments will cover the work usually done in that subject in three months of the average high school. All assignments should be legibly written with ink (or on typewriter) on thin white paper, sheets 8½ inches by 11 inches, one side only, with left margin of at least one inch. Leave open space between paragraphs, with title headings clearly indicating subject, number of course, and number of assignment. The name of the student must appear on each assignment sent in. Before mailing assignments, **be sure** that the blanks on the envelopes are filled in, and that the requisite amount of postage is paid.
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9. **Criticisms and Corrections.** Each assignment will be turned over to the member of the faculty who teaches that subject for correction, after which it will be returned to the student, unless found to be satisfactory, in which case the student will be notified of its acceptance. Please feel free to ask any questions, or write for added information relative to the work. All such requests will be promptly turned over to the instructor in charge of the course.

10. **Examinations.** When all the assignments of a course have been approved, the student will be given an examination on the course. The questions for this test will be prepared by the teacher and sent out by the committee to the applicant's county superintendent (or to some other examiner approved by the committee). After the papers shall have been returned they shall be graded by the instructor and the student notified of the result.

Examinations shall be taken within two weeks after completion of last assignment unless the student elects to defer it until he enters the college for resident work, in which case it shall be taken **within two weeks after student enters.**

11. **Where Work Done.** Correspondence work cannot be taken while a student is registered for resident work except by special permission of the faculty. In this case it shall be duly considered in the total credits permitted for the quarter. That is, the total including both class and correspondence, shall not exceed eighteen hours per quarter.
12. **Text Books.** The texts required for correspondence courses are the same as for work in class unless otherwise stated in the assignments. The regular text-books may be purchased from the College Book Store, and will be sent out C. O. D. Reference books must be ordered from the publishers. (Note: It is hoped that a plan can be worked out by which needed reference books can be carried by the book store and rented to correspondence students. Due notice will be given if such a plan is perfected.)

Suggestions

1. Give at least one hour each day to your correspondence study.
2. Study carefully the text and required reading, write out notes, comments, etc., before beginning to write up the assignment.
3. In your answers, stick to the point and do not **waste words.**
4. In illustrations, give details in full on points that show the principle.
5. Be sure to read your paper carefully before mailing it.
6. When discouraged, **keep at it**—never give up. This is the most important rule of success in this kind of work.
7. Address all communications to the Correspondence Study Committee. If there are questions for the instructor's attention, write them on a separate sheet so the committee can hand to instructor.

8. Do not send any papers to the committee during the months of July and August. Continue study at rate indicated (see time, limit), sending in papers after September 1st.

Certificate Course

A one year college course based on 15 units of high school work.

The course consists of:

- 10 Hours in Education (25, 28, 33).
8 Hours in the Teaching of Elementary Subjects (Ed. 35, 38, 40;
Eng. 87, 88; Geography 60; Hist. 25; Math. 25).
8 Hours in English Composition and Rhetoric (Eng. 25, 26, or 27).
22 Hours in Electives, provided not more than 8 hours, nor less than
4 hours are in any one subject. (See general catalogue).

Diploma Course

A three year college course (based on 15 units of H. S.) leading to diploma, which is a professional life license to teach in Mississippi.

The course consists of:

- 8 Hours in Psychology (Ed. 25 or 28, or 90, and Ed. 85).
4 Hours in Principles of Teaching (Ed. 33 or 129 or 131).
8 Hours in the Teaching of elementary or high school subjects within
the students field of special preparation.
8 Hours in English Composition and Rhetoric (Eng. 25, 26 or 27).
12 Hours in English and American Literature.
12 Hours in a foreign language (Latin, French, Spanish).
8 Hours in History (any two closely related courses).
12 Hours in Science (all in Physics, or all in Chemistry, or 8 hours in
Biology and 4 hours in Hygiene 129 or Geography 33).
72 Hours in Electives, with major and minor restrictions. (See current
catalogue).

B. S. Degree Course

A four year college course leading to degree of Bachelor of Science. A professional life license in Mississippi.

- 12 Hours in Psychology (Ed. 28, 85, 90).
8 Hours in teaching of subjects appropriate to students field of preparation.

4 Hours in School Organization and Management (Ed. 126) or Child Study (Ed. 85).

4 Hours in History of Education (Ed. 128 or 135).

4 Hours in Observation and Student Teaching.

8 Hours in English Composition and Rhetoric (Eng. 25, 26, or 27).

12 Hours in English and American Literature.

12 Hours in Foreign Language (Latin, French, Spanish).

12 Hours in History (any three closely related courses).

12 Hours in Science (all in Physics, or all in Chemistry, or 8 hours in Biology and 4 hours in Physiology 25, or in Geography 33).

102 Hours in Electives, with major and minor restrictions. (See current catalogue).

Courses Offered by Correspondence

The following courses may be taken by Correspondence. For fuller description of the course, and for name of instructor and of textbook, see current catalogue (April Bulletin). Note that all high school courses are designated by letter (as Agriculture A), while each college course has numerical number. Nos. 25, 99 Freshman; 50 to 99, Sophomore; 100 to 149, Junior; 150 to 199, Senior.

Agriculture 25. (4 quarter hours). Elements of Agriculture. Underlying laws of plant and animal growth. (\$10.00).

Agriculture 29. (4 quarter hours). Plant Husbandry. Extended study of propagation, selection and cultivation of plants, soils, fertilizers, etc. (\$10.00).

Agriculture 33. (4 quarter hours). Poultry. A study of types, breeds, selection, care, feeding, housing, marketing of poultry. (\$10.00).

Education 20. (4 quarter hours). An Introduction to Teaching. The purpose of this course is to give those students who are entering training for the first time a background for the further study of education, introducing them to the terminology needed later and helping them to decide in what field they will specialize. (\$10.00)

Education 25. (4 quarter hours) Elementary Psychology. A general treatment of the question of human behavior. Emphasis is placed upon the development of the principal concepts of the science with special reference to its relation to teaching. (\$10.00)

Education 28. (4 quarter hours). Educational Psychology. A general course intended for those who have had a general introductory course in psychology and who should now be ready for more strict application of its cardinal principles to actual school-room situations. Its purpose is not only to familiarize the student with the principal psychological concepts, but also to acquaint him with the outstanding present day problems of aim and methodology in the school room. (\$10.00).

Education 33. (4 quarter hours). Principles of Teaching. This course is a course in the psychological principles of learning; of the principles of attention and interest, habit forming, knowledge of "original nature," etc. (\$10.00).

Education 45. (4 quarter hours). Rural Schools. This course is designed to help the rural teacher to understand and solve the problems in her particular field. It should prove valuable to county superintendents, rural supervisors and principals, and all others interested in the promotion of effective rural education. The typical problems confronting the rural teacher are given special consideration. (\$10.00).

Education 46. (2 quarter hours). Parent-Teachers Association. This course will be based on the following: (1) How to organize a Parent-Teacher Association; (2) Programs planned for Parent-Teacher Associations; (3) Social plans for Parent-Teacher Associations; (4) Discussions on school and child welfare worked out to be given at regular meetings. By following the suggestions that will be outlined in the course, any teacher can successfully organize a Parent-Teacher Association. (\$5.00).

Education 125. (4 quarter hours). School and Classroom Management. A study of the principles underlying school and classroom management. The fundamental every day problems of discipline are given special attention. Emphasis is put on the solution of these problems thru the development of a proper social situation which should make for a new attitude in the teacher both with respect to the pupil and the subject matter. (\$10.00).

Education 128. (4 quarter hours). The History of Public Education in the United States. The aim of this course is to trace in a general way the development of education in the United States. Stress will be placed upon the changes in the school systems as a result of social needs and demands. The different phases of the national school systems are traced and given intensive study (\$10.00).

English 25. (4 quarter hours). Composition and Rhetoric. A course in exposition as the beginning of Freshman English. (\$10.00).

English 26. (4 quarter hours). Composition and Rhetoric. A course in argumentation as a continuation of Freshman work. (\$10.00)

English 80. (4 quarter hours). American Literature. An introductory survey course in American Literature intended to give literary background for all intensive study on the subject. (\$10.00)

English 81. (4 quarter hours). American Literature. A continuation of course 80. (\$10.00).

Fine Arts 30-1 (2 quarter hours). Blackboard and poster making. Only the first half of course 30 can be taken by correspondence. (\$5.00).

Fine Arts 80. (4 quarter hours). Picture Appreciation. A course in the understanding and enjoyment of pictures through a comparative study of masterpieces in art. (\$10.00)

Geography 38. (4 quarter hours). Commercial and Economic Geography of North America. A study of facts underlying commerce with special reference to U. S., Canada, and Mexico.

Geography 55. (4 quarter hours). Commercial and Economic Geography of South America and Western Europe. A study of the physical factors and the relation of these to products and industries of these countries.

Prerequisite: Geog. 33 or 38 or 51 or H. S. Physical Geography. (\$10.00).

Geography 114. (4 quarter hours). Commercial and Economic Geography of Europe.

Prerequisite: Geog. 38 or 55. (\$10.00).

Geography 160. (4 quarter hours). Geographic Influences in American History.

Prerequisites: Geog. 33 or 38 or 55, and a course in American History. (\$10.00).

History 31. (4 quarter hours). General American History. A brief study of the colonial period, of the Revolution, of the formation and adoption of the Constitution, and of the period through Van Buren's Administration. (\$10.00).

History 32. (4 quarter hours). General American History. A continuation of course 31. (\$10.00).

History 84. (4 quarter hours). European History. A study of Europe from 1450 to 1779. (\$10.00).

Household Arts 25. (4 quarter hours). Elementary Clothing and Hand work. A course in the use of sewing machine, making fundamental stitches, use of patterns, etc. (\$10.00).

Household Arts 90-2. (2 quarter hours). Food Production and Conservation. A course in practical canning, etc. (\$.500).

Household Arts 185. (4 quarter hours). Home Management. A study of organization and handling of home industries, household accounts, care of house, etc.

Prerequisite: Junior standing. (\$10.00).

Hygiene 40. (4 quarter hours). Studies in Public Health. (\$10.00).

Hygiene 140. (4 quarter hours). The Foundation of Health. (\$10.00).

Manual Arts 27. (4 quarter hours). Mechanical Drawing. A course in the fundamentals of mechanical drawing, including elementary geometrical drawing, lettering, etc. (\$10.00).

Mathematics 31 (4 quarter hours). College Algebra. (\$10.00).

Mathematics 75. (4 quarter hours). Analytic Geometry. A brief course in analytic geometry for Freshman or Sophomore students. (\$10.00).

Mathematics 125. (4 quarter hours) The Teaching of Arithmetic. A course in the facts and principles of arithmetic with the applications of psychology and experimental education to the teaching of this subject. (\$10.00).

Social Science 25. (4 quarter hours). Political Science. A study of the science of government with special reference to the federal system. (\$10.00).

Social Science 27 (4 quarter hours). Economics. A study of the production, the distribution, and the consumption of wealth. (\$10.00).

Social Science 75. (4 quarter hours). Rural Sociology. A study of rural problems and rural development.

Prerequisites Courses 29 and 31. (\$10.00).

Social Science 77. (4 quarter hours). Labor problems. A study of the important facts in the history of organized labor.

Prerequisite: Courses 29 and 31. (\$10.00).

High School Courses

Agriculture A. (One unit). A one year course in elements of agriculture such as is usually given in a consolidated high school. (\$10.00).

English C. (One unit). Third Year High School English. A one year course in composition and literature such as is taught in our best high schools. (\$10.00).

English D. (One unit). Fourth Year High School English. A one year course in composition, literature and higher grammar, such as is taught in our best high schools. (\$10.00).

Geography A. (One unit). Physical Geography. A one year course in the study of earth's surface; the seasons, climate, etc., and elementary geological facts. (\$10.00).

History B. (One unit). Mediaeval and Modern History. A one year course such as is usually given in high schools. (\$10.00).

History D. (One unit). American History. A one year course in advanced United States History. (\$10.00).

Hygiene A. (One unit). A study of the essentials of Physiology. Also a study of personal and domestic hygiene and sanitation. (\$10.00).

Mathematics B. (One unit). Plane Geometry. (\$10.00).

Mathematics C. (One unit). Second Year Algebra. A course beginning with quadratic equations and covering the subject matter usually included in the second year of high school algebra. (\$10.00).

Science A. (One unit). General Science. A study of the principles of general science usually covered in one year high school course (\$10.00).

Science F. (One unit). A one year course in high school Botany and Zoology, with collection of specimens and note book work. (\$10.00).

Social Science A. (One unit). Civics. A one year course in high school civics. (\$10.00).

CORRESPONDENCE-STUDY APPLICATION BLANK

State Teachers College

(Note—Those who desire to do Correspondence Study should fill out this blank and mail it to committee on Correspondence Study).

Name of Applicant -----

Postoffice -----

County -----, -----

Teaching experience -----years. Age ----- (This is important)

Attended State Teachers College what years?-----

High School or College work done (not in this college).

	No. Weeks	No. Min. Per Rec.	No. Rec. Per Week	Name of Text Book
English				
Composition -----				
Literature -----				
Rhetoric -----				
Mathematics -----				
Algebra to quad-				
ratics -----				
Algebra beyond				
quadratics -----				
Geometry (Plane)				
History				
Ancient -----				
Med. and Modern				
English -----				
American -----				
Science -----				
General Science				
Botany -----				
Biology -----				
Physics -----				
Physical Geography				

Names of schools in which this work was done-----

Working for Certificate, Diploma, Degree (draw line one desired).

Subjects and courses applicant wishes to take by correspondence:-----

Date of this Application -----

